



**2021 Tennessee Serves Network
Volunteer Portal Sub-license
Notice of Opportunity and
Application Instructions**

Applications Due Wednesday, September 23, 2020 @ 3:00 p.m. CDT

Volunteer Tennessee receives Commission Support Grant funding from the Corporation for National & Community Service. Commission Support Grant funds are to support the operations of state commissions in implementing their duties as required by the National and Community Service Act of 1990, as amended and the Edward M. Kennedy Serve America Act. Primary duties of state commissions include implementation of the state service plan, recruitment of volunteers for national and community service, and the development of projects, training and technical assistance for national and community service. Volunteer Tennessee seeks applications from Volunteer Centers to carry out these responsibilities in local communities in Tennessee.

Through the support of the Commission Support Grant, Volunteer Tennessee is able to provide *Get Connected* sub-licenses to help your community partners recruit volunteers and residents find volunteer opportunities locally. **Volunteer Tennessee is currently looking for additional volunteer centers to join the Tennessee Serves Network and establish a local volunteer portal.**

By obtaining a *Get Connected* sub-license through Volunteer Tennessee, you will be receiving a volunteer management platform at no cost to your agency. The system allows for volunteer opportunities to be posted locally, all feeding up into one large, statewide database, which is searchable at www.volunteertennessee.net.

Volunteer Tennessee believes the statewide portal will help our state connect even more volunteers to opportunities on the local level. Furthermore, the Tennessee Serves Network will help to tell the story of volunteer efforts collectively.

Award: Applicants selected to receive a Get Connected sub-license will be awarded the license through a No-Cost Agreement. Sub-licenses are valued at approximately \$4,000 per year. There is no cost or match required to obtain a sub-license. However, applicants are asked to confirm their organization's ability to provide an in-kind match and social media promotion of the Tennessee Serves Network. Applicants must confirm this ability and adhere to all requirements before a no-cost agreement and sub-license are issued.

Project Period: The project period is from January 1, 2021 to October 14, 2022. Continuation sub-license awards for subsequent years is not guaranteed and is dependent upon availability of funding and satisfactory performance.

Eligible Applicants: Non-profit organizations and/or volunteer centers are eligible to apply for a no-cost agreement. The applicant must agree to use its Get Connected sub-license to establish a volunteer portal that primarily connects people who want to volunteer to other non-profit organizations that need volunteers. An agency that intends to establish a local volunteer portal to recruits volunteers exclusively, or primarily, for its own projects is not considered an eligible applicant. Applicants must be registered within the State of Tennessee. Applicants are not required to currently have a formal volunteer management system in place, but applicants must have a designated staff person, who will be responsible for managing the local volunteer portal and reporting to Volunteer Tennessee. The designated person will work with Galaxy Digital, the Get Connected sub-license vendor, to create a new account.

Additionally, applicants must be willing to:

- Promote the use of the portal via social media platforms;
- Display the Tennessee Serves Network Member Logo;
- Recruit other non-profit agencies to post volunteer opportunities on the local portal;
- Conduct outreach to potential volunteers;
- Assist Volunteer Tennessee in identifying outstanding volunteers for its Governor's Volunteer Stars Awards program;
- Adhere to guidelines as established in the no-cost contract; and
- Communicate with Volunteer Tennessee and comply with all reporting requirements.

Application and technical assistance webinar. Volunteer Tennessee will offer a webinar to introduce potential applicants to Volunteer Tennessee and to go into detail about this Notice on Wednesday, September 16, 2020 at 10:00 a.m. CDT. Please email Volunteer.Tennessee@tn.gov to register for the webinar.

Please visit our website www.volunteertennessee.net to access a recording following the webinar. Volunteer Tennessee strongly encourages applicants to attend the webinar.

Application Submission: Applicants will need to complete the Tennessee Serves Network Application Form at <https://www.surveymonkey.com/r/statewideportal>. Sections of this Form include:

- I. Contact Information:
- II. Portal Coverage Area
- III. Branding and Marketing
- IV. Social Media Marketing
- V. In-Kind Match Feasibility
- VI. Current Volunteer Platform
- VII. Non-Profit Access
- VIII. Acknowledgements

Specific programmatic requirements are detailed in the instructions below. **The Tennessee Serves Network Application Form should be completed no later than Wednesday, September 23, 2020 by 3:00 p.m. CDT.** Submissions will only be accepted through the application link listed above. Applicants should receive a confirmation email within 3 business days of submission. If you do not receive confirmation after 3 business days, please email Volunteer.Tennessee@tn.gov to inquire about receipt of your application. See page 6 for a complete application process timeline. Please do not submit appendices or other documents not specifically requested, as they will not be accepted. Volunteer Tennessee will not review any submission that does not comply with all of the above requirements except under extenuating circumstances as determined by Volunteer Tennessee.

I. Contact Information

You will be asked to provide the following information:

- **Agency Contact Information:** Organization Name, Address, City, Town, Zip/Postal Code; Website URL. If your organization does not have a website, please indicate this.
- **Volunteer Center Status** – Please indicate if your agency currently operates as a volunteer center.
- **Agency Staff Contact** – Please provide the name, title, email address, and phone number. The person listed here will receive questions for any clarifications needed, and/or notification of sub-license award.
- **Program Contact** – The program contact is the person, who would be responsible for managing your volunteer portal. If the agency and program contacts are different, you will need to include additional information about your program contact. Please provide the name, title, email address, and phone number, if necessary.

II. Portal Coverage Area

Priority Areas: Applicants are required to cover at least one county to be considered for a sub-license but are encouraged to serve multiple counties, if organizational capacity allows.

Counties eligible to be served by a sub-license are: *Bedford, Benton, Bledsoe, Bradley, Campbell, Carroll, Cheatham, Chester, Claiborne, Clay, Cocke, Coffee, Crockett, Cumberland, Decatur, DeKalb, Dickson, Dyer, Fentress, Franklin, Gibson, Giles, Grundy, Hamblen, Hancock, Hardeman, Hardin, Henderson, Henry, Hickman, Humphreys, Jackson, Lake, Lawrence, Lewis, Lincoln, Macon, Madison, Marshall, Maury, McMinn, McNairy, Meigs, Monroe, Moore, Morgan, Obion, Overton, Perry, Pickett, Polk, Putnam, Rhea, Robertson, Scott, Sequatchie, Smith, Sumner, Trousdale, Unicoi, Van Buren, Warren, Wayne, Weakley, White, Williamson, Wilson*

III. Branding and Marketing

Agencies that receive a portal sub-license will be asked to adhere to branding and marketing requirements that will be outlined in a no-cost agreement. Questions include:

- Is your agency willing to upload the Tennessee Serves Network member logo on the homepage of the volunteer portal's website?
- Is your agency willing to include material (printed and digital) about the Tennessee Serves Network in your marketing efforts?

IV. Social Media Marketing

Agencies can indicate the number of social media posts that they are able to provide on a quarterly basis. Questions include:

- Is your agency able to provide a specified number of social media posts to promote the Tennessee Serves Network?
- How many social media posts per quarter could you dedicate to the promotion of the volunteer portal?

V. In-Kind Match Feasibility

Volunteer Tennessee has not set a numerical requirement for an in-kind match, but this category is to gauge your organization's ability to provide an in-kind match. Questions include:

- Is your agency willing and able to provide an in-kind match to obtain a portal sub-license?
- What would be the source(s) of your in-kind match (e.g. staff time, supplies, space, office equipment, etc.)?
- What is the estimated dollar amount of your agency in-kind match that would be dedicated to the operation of your volunteer portal?

VI. Current Volunteer Platform

Please describe any software that you currently use to recruit and manage volunteers and analyze volunteer data. (No more than 500 words.)

VII. Nonprofit Access

Applicants must indicate their plans for non-profit organizations to access a local volunteer portal. The applicant should describe any restrictions or plans to charge an access fee.

- If awarded a portal sub-license, would you be charging non-profits to list volunteer opportunities on your volunteer portal?
- If yes, or you are currently charging with your existing volunteer portal, please let us know the fees associated with volunteer listings on your portal?
- Will your volunteer portal be open to all non-profits in your proposed coverage area?
- Please describe any restrictions and/or requirements that you plan to include?

VIII. Acknowledgements

Before submission of your application, you will have to confirm the following statements. You will have to mark a checkbox for confirmation. These statements include:

- You understand that submission of this form is not a binding contract. If an organization is awarded a sub-license, a no-cost agreement will be issued and must be signed.
- In the event that your organization is awarded a sub-license, you understand that information included in this application will be used to develop a no-cost agreement.
- Your agency has the ability to dedicate staff time to the maintain the local volunteer portal. The program contact identified in this application, would be responsible for duties outlined in the Notice of Opportunity and become the point of contact for Volunteer Tennessee.

Award Criteria

Because the award is a no-cost agreement, there is no specific weight associated with each section of the application; however, Volunteer Tennessee only has a limited number of sub-licenses available, and greater consideration may be given to an agency that:

- includes multiple counties for the intended coverage area;
- has a physical presence in the intended coverage area;
- can provide an in-kind match and social media promotion;
- will adhere to branding and marketing requirements;
- is registered with the Points of Light Institute/HandsOn Network, or is an official United Way volunteer center, or a non-profit organization that can clearly demonstrate that it performs the functions of a Volunteer Center at the city, county, or multi-county level by connecting volunteers to volunteer opportunities at other organizations

Award Restrictions:

Successful applicants must agree to allow eligible non-profit organizations to post opportunities, free of charge. Any screening process or plan to charge non-profits for portal use would need to receive approval from Volunteer Tennessee.

Additional Information about this Notice: To learn more about this award opportunity, visit the Funding Opportunities page on Volunteer Tennessee's web site www.volunteertennessee.net. For any questions, please contact Volunteer Tennessee at Volunteer.Tennessee@tn.gov.

2021 Reporting Requirements: Marketing progress reports are due quarterly. In-kind match reporting will be required annually. Volunteer Tennessee will provide templates for both reports.

Tennessee Serves Network Sub-License No-Cost Agreement Timeline:

September 10, 2020	Notification of No-Cost Agreement Opportunity for Tennessee Serves Network Sub-licenses
September 16	Application Technical Assistance Session at 10:00 a.m. CDT – Webinar.
September 23	Tennessee Serves Network Application Form submission due to Volunteer Tennessee by 3:00 p.m. CDT.
September 24-25	Staff to follow-up with applicants for clarification. Staff review complete.
September 30	Inform applicants of partnership decision and provide feedback to awarded applicants.
October 1-5	Develop contracts.
October 2	Acceptance of no-cost contract due to Volunteer Tennessee via e-mail and required changes completed by awarded organizations.
October 6	Agency contracts distributed to awarded organizations for signature.
October 13	Signed agency contracts due to Volunteer Tennessee.
January 1, 2021	Contract Start Date.
October 14, 2022	Contract End Date.